

Delaware State Parks Office of Volunteer Services announces the opening of the following position at Fort Delaware State Park:

Volunteer Coordinator

Opening Date: August 1, 2011

Closing Date: September 16, 2011 or when filled

Starting Salary: \$9.75 - \$10.00/hour

SUMMARY: This is a seasonal position with the Department of Natural Resources and Environmental Control, Division of Parks and Recreation, working out of Fort Delaware State Park. This position is currently vacant and will run till Nov 4, 2011, for 35-40 hours per week.

The responsibilities for this position include:

ESSENTIAL FUNCTIONS:

- Recruits, interviews and selects volunteers.
- Supervise volunteers and volunteer service projects.
- Assess the need for volunteers and volunteer projects through consultation with park personnel.
- Assigns and places volunteers.
- Conducts volunteer orientation and training.
- Coordinates Volunteer recognition.
- Maintains and reports on hours of service and other records as required.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

- Appreciation and understanding of cultural and historical resources/ parks and recreation.
- Knowledge or ability to learn the concepts, principles and practices involved in the recruitment, supervision and administration of volunteers and volunteer resources.
- Able to stand for long periods and to walk trails accompanying and leading participants, incorporating reasonable accommodation for members with disabilities.
- Able to communicate effectively with diverse public and to speak in front of groups.
- Ability to report and keep records.
- Ability to learn and apply program rules, regulations, policies and procedures.
- Independent and responsible.

BENEFITS: This is a seasonal position, no benefits. Direct Deposit of paychecks will be required as a condition of employment for all employees. Non-standard benefits include Volunteer Coordinator Training, Historical Interpretation Training, First Aid/CPR training, on-going training opportunities, and working outside with children.

APPLICATION PROCEDURES:

Please send resume, 2-3 references and a completed [state seasonal application](#) to:
Glen Stubbolo
Chief of Volunteer Services
Delaware State Parks
89 Kings Highway
Dover, DE 19901
FAX: 302-736-7968
Glen.Stubbolo@state.de.us

Note: Applications can be picked up in person at park offices or on-line at
http://www.dnrec.delaware.gov/parks/Home/Documents/Application_Seasonal.pdf

*The State of Delaware is an Affirmative Action / Equal Opportunity Employer